GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

MA&UD Department – Constitution and Professionalization of Municipal Cadre - Engagement of Interns in ULBs for ERP Implementation – Orders – Issued.

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MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (UBS) DEPARTMENT

G.O.MS.No. 50 Dated: 01-02-2017
Read:

From the Director of Municipal Administration Letter Roc. No.14034/ 65/2016/K3, Dated -11-2016

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O R D E R:

In the reference read above, the Director Municipal Administration, Guntur has informed that constitution and professionalization of Municipal cadre is one of the reforms to be implemented under AMRUTH, for which policy for engagement of interns in ULBs is mandatory. He has therefore submitted the following guidelines:

1. Need to engage Interns:

i. As per existing Municipal laws, Service Rules for various categories of Municipal employees, and instructions for outsourcing of Municipal services, there is no provision for engagement of interns.

ii. Constitution and professionalization of municipal cadre is one of the reforms to be implemented under AMRUT which states achievement of milestone “Policy for engagement of interns in ULBs and implementation” is mandatory.

iii. An intern may be defined as a student or a trainee who works, sometimes without pay, in order to gain work experience or satisfies requirements of qualification. Interns may be engaged as trainees in ULBs for a period of **one year** to gain work experience in the following fields and to improve professionalism in the functioning of ULBs

- Revenue Modules – Property Tax, Water Charges, VLT, Advertisement Tax, Trade License;
- Birth & Death (UBD)/(CRS)
- Online Building Permission(DPMS)
- PGR module
- Works Module
- Finance & Non Tax Revenue module
- Administration Modules – HR, Council Management, Legal Management

2. **Benefit to the department**:

Interns act as catalysts in the ERP rollout.

3. **Number of interns to be engaged**:

Interns required for each ULB in the above fields is as under:

Sl. No	Subject	No. of interns per Municipal Corporation	No. of interns per Municipality/ Nagar Panchayat
1.	Property Tax & VLT	2	1

2.	Water Charges	2	1
3.	Advertisement Tax & Trade License	1	1
4.	Birth & Death (UBD)/(CRS)	1	1
5.	Online Building Permission(DPMS)	2	1
6.	PGR module	1	1
7	Works Module	2	1
8	Finance & Non Tax Revenue module	2	1
9	Administration Modules	1	1

4. Terms and conditions for engagement of interns:

4-1. Educational qualifications:

The following educational qualifications are prescribed for engagement of interns.

Sl. No.	Subject	Qualifications
1.	Administration Modules	Graduate of a recognized University or its equivalent qualification and proficiency in office automation with usage of computer and associated software (i.e., MS Office, Internet Operations)
2.	Legal Case Management	Graduate in Law from recognized University or its equivalent qualification and proficiency in office automation with usage of computer and associated software(i.e., MS Office, Internet Operations)
3.	Revenue modules, Finance & Non Tax Revenue module	Graduate in Commerce from a recognized University and proficiency in office automation with usage of computer and associated software Preferably accounting software (i.e., MS Office, Internet Operations)
4.	Online Building Permission(DPMS)	D.C.E. / L.C.E. / L.A.A awarded by the A.P. State Board of Technical Education and Training not earlier than 2013. Diploma holders who have obtained their qualification through Distance Mode are not eligible and proficiency in office automation with usage of computer and associated software (i.e., MS Office, Internet Operations)
5.	Works Module	Degree in Engineering (Civil) or equivalent qualification from a recognized University. Proficiency in office automation with usage of computer and associated software (i.e., MS Office, Internet Operations)
6.	PGR	Graduate in Sociology or social work from a recognized University. Proficiency in office automation with usage of computer and associated software (i.e., MS Office, Internet Operations)
7	Birth & Death (UBD)/(CRS)	Graduate in Economics/Statistics from a recognized University. Proficiency in office automation with usage of computer and associated software (i.e., MS Office, Internet Operations)

4-2. Age:

The rules governing the minimum and maximum age for direct recruitment in the government service shall apply to all categories of interns.

4-3. Reservation of appointments:

The rules governing reservations in appointment for direct recruitment in the government service shall apply to all categories of interns.

4-4. Payment of Stipend:

The stipend payable to intern as a consolidated sum of Rs. 4,984/- per month in respect of Graduates Apprentices and Rs 3,542/- in respect of Students from Degree institutions, as per Apprenticeship Rules, 1992.

4-5. Letter of Appreciation:

Certificate will be awarded from MA&UD department for those who successfully complete the internship.

4-6. Period of internship:

The period of internship shall be **one year** or as specified in contract of internship for which the individual has to conclude an agreement with the ULB.

4-7. Grant of leave to interns:

The interns are entitled for 15 days causal leave per annum which can be availed proportionately for the period of internship already spent.

4-8. Maintenance of Records:

Every apprentice shall maintain record of the work done by him relating to the apprenticeship training in the form of workshop of note book.

4-9. Hours of work:

The total number of hours per week shall be 48 hours (including the time spent on related instruction)

5. Duties and Responsibilities:

Every person who is engaged as intern shall undergo training and gain work experience in the following fields under the direct supervision of section head concerned in the ULB.

Sl. No.	Subject of intern	Areas of training
1.	Revenue Modules	1. Property Tax, 2. Water Charges, 3. VLT, 4. Advertisement Tax, 5. Trade License
2.	Finance & Non Tax Revenue module	Basics of Finance management, Process & procedures followed in ULBs.
3.	Birth & Death (UBD)/(CRS)	Process & procedures followed in ULBs in this module.
4.	Online Building Permission(DPMS)	Process & procedures followed in ULBs in this module.
5	PGR Module	Process & procedures followed in ULBs in this module.
6	Works Module	Basics of Works management in engineering section of ULB, eMbook management, etc.
7	Administration Modules – HR, Council Management, Legal Management	Process & procedures followed in ULBs in these modules.

6. Basis for selection:

Selection shall be made only on interview, merit obtained, Marks obtained in the qualification prescribed shall be the criteria for this purpose.

7. Process of selection to engage interns:

Regional Director of Municipal Administration (RDMA) concerned is entrusted with the responsibility of selecting candidates for position of interns as per the following guidelines:

i. The RDMA shall invite applications for position of interns from the eligible persons by giving wide publicity

ii. Formation of selection committee with the following members :
   a. Regional Director as Chairman
   b. Principal of Local Government Engineering / Polytechnic/ITI/Degree College(s) – as member(s).
   c. District HQ Municipal Commissioner as convener.

iii. The RDMA shall select the candidates strictly as per merit duly following paras 4-1 to 4-9 of the terms and conditions,

iv. Preference will be given to local candidates only. In case of non-availability of the required candidates, selection can be done from the district or regional level.

v. The RDMA shall send the selection list of interns with specific recommendations to Director of Municipal Administration (DMA) for approving the selection of interns.

2. Government after careful examination of the guidelines for engaging interns in Urban Local Bodies of the State as it is a mandatory reform to be implement under AMRUT, hereby approve the above guidelines and order that the Director Municipal Administration shall issue orders approving the selection of interns based on the recommendations of the Regional Director Municipal Administration of the concerned region and allot them to the concerned ULBs. And the ULB in turn shall issue proceedings engaging the interns for a period of one year. The persons engaged as interns shall conclude an agreement with the concerned ULB in a format prescribed and the expenditure towards payment of stipend to interns shall be met from the general funds of the ULB concerned.

3. This order issues with the concurrence of the Finance Department vide their U.O.No..44027/358/2016 dated 19.12.2016.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director of Municipal Administration, Gorantla, Guntur.
The Managing Director, APUFIDC, Guntur.
Sf/Sc.

// FORWARDED :: BY ORDER //

ASSISTANT DIRECTOR